

ORDERS: 8400.10 and 8300.10

APPENDIX: 4

BULLETIN TYPE: Joint Flight Standards Information Bulletin  
for Air Transportation (FSAT) and  
Airworthiness (FSAW)

BULLETIN NUMBER: FSAT 02-02 and FSAW 02-04

BULLETIN TITLE: Acceptance Procedures for Revisions to  
Aviation Safety Action Program (ASAP)  
Memoranda of Understanding (MOU) that  
Incorporate Updates to FAA Policy

EFFECTIVE DATE: 4/15/02

TRACKING NUMBER: N/A

APPLICABILITY: This bulletin applies to the operations of  
transport category aircraft conducted under  
part 121 and to aircraft maintenance  
conducted under part 145.

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**NOTE: The information contained in this bulletin has been  
determined as necessary to support the Aviation Safety Action  
Program, and therefore given priority for immediate  
publication.**  
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1. PURPOSE. This bulletin provides Certificate Holding  
District Office (CHDO) managers with guidance and information  
about acceptance procedures for revisions to Aviation Safety  
Action Program (ASAP) Memoranda of Understanding (MOU) that are  
made to incorporate updates to Federal Aviation Administration  
(FAA) ASAP policy. The intent is to expedite the acceptance of  
such revisions.

2. BACKGROUND. As the FAA and industry gain experience with  
the ASAP, one can expect that FAA ASAP policy will evolve to  
reflect lessons learned. The Administrator has established an  
ASAP Aviation Rulemaking Committee (ARC) comprised of airline,  
labor, and FAA representatives to help us determine if policy  
changes for ASAP are needed and, if so, to establish a  
consensus on the appropriate policy revision language. AFS

has established a webpage (<http://www.faa.gov/avr/afs/asap/ASAPHOME.htm>) to provide the most current information on ASAP policy updates, pending publication of a handbook chapter on ASAP, and a revision to the current ASAP Advisory Circular [AC (AC 120-66A, Aviation Safety Action Programs)]. If the FAA makes changes to ASAP policy, they will appear on the ASAP webpage prior to publication elsewhere. The webpage also contains an automated template to facilitate the generation of an ASAP MOU by airlines and repair stations interested in starting new programs. Although not required, use of the automated template is strongly encouraged, because MOUs that use the standard language from that program can be quickly accepted. The template will always reflect the most current FAA policy on ASAP.

3. ACCEPTANCE PROCEDURES FOR POLICY REVISIONS. ASAP MOUs that have been accepted based on prior FAA ASAP policy do not require revision. However, if the certificate holder and, where applicable, its associated labor association elect to revise an accepted MOU to incorporate updates to FAA ASAP policy, the following acceptance procedures will apply.

A. The AFS ASAP webpage will serve as the reference source for updates to FAA ASAP policy. HBAW 00-08/HBAW 00-07, Establishment of Aviation Safety Action Programs (ASAP), will continue to apply, except as noted on the ASAP webpage or until revised. Until revised, guidance to industry provided in AC 120-66A will continue to apply, except as noted on the ASAP webpage. The ASAP webpage will contain the exact language that describes policy updates to these documents.

B. The CHDO manager will accept revisions to accepted ASAP MOUs that are accomplished to incorporate updates to FAA ASAP policy when such revisions employ the exact policy language that appears on the Flight Standards Service ASAP webpage. The FAA does not require coordination and review of such revisions above the level of the CHDO manager. However, an information copy of the revised MOU shall be provided to the Manager, AFS-230, P.O. Box 20037, Washington DC 20041, following acceptance.

C. Following CHDO review, Revisions to accepted ASAP MOUs that do not incorporate the exact policy language that appears on the AFS ASAP webpage must be forwarded for further review through FAA regional headquarters to AFS-230. The CHDO must provide, by cover letter, its recommendations regarding acceptance of such revisions.

4. ACTION. For all certificate holders with accepted ASAP MOUs, CHDO office managers should inform the ASAP program manager of the procedures established by this bulletin for the acceptance of revisions to those ASAP MOUs.

5. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) INPUT. POIs shall make a PTRS entry when they have completed the action stated in paragraph 4 for each of their operators, as outlined in HBAT 00-13. The PTRS entry shall be listed as activity code number 1381 and the "national use" field entry should be "FSAT0202." POIs should use the comments section to record comments of interaction with the operators.

6. ATOS ACTION. POIs will ensure that the Director of Safety of their assigned air carrier is aware of this bulletin within the first **30 days** of receiving it.

A. The POI must assess the air carrier's response to the recommendation. An air carrier's failure to implement these recommendations into their existing program could result in an increase in potential risk in several areas.

B. The POI must determine if additional surveillance is required or further action is necessary to address the potential increased risk. Possible additional actions may include retargeting the CSP to include accomplishing appropriate SAIs or EPIs, convening a System Analysis Team (SAT), or re-evaluating air carrier approvals or programs.

7. ATOS REPORTING. POIs will make an ATOS entry using the "Other Observation DOR" functionality to record the actions directed by this bulletin. The POI will access the "Create DOR" option on their ATOS Homepage, select the "Other Observation" tab, and:

A. Select System: *3.0 Flight Operations.*

B. Select Sub-system: *3.1 Air Carrier Programs and Procedures.*

C. Select the appropriate air carrier from the drop-down menu.

D. Enter the date the activity was started and completed.

E. Enter the location the activity was performed.

F. Enter "**FSAT0202**" in the "Local/Regional/National Use" field.

G. Use the "Comments" field to record any comments reflecting interaction with the air carrier and the air carrier's response to the recommendation.

H. Input any actions taken in the "Reporting Inspector Action Taken" field.

I. Select the "Save" button after all entries have been made.

8. INQUIRIES. This bulletin was developed by AFS-230. Questions may be directed to AFS-230 at (703) 661-0275/0278.

9. EXPIRATION. This bulletin will remain in effect until further notice.

/s/ Louis Cusimano  
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Director, Flight Standards Service